

## Information Technology Resource Management Council (ITRMC)

### **Access Idaho Steering Committee**

#### **Meeting Minutes**

*(Approved by Committee)*

**November 30, 2000**

The Access Idaho Steering Committee monthly meeting was held on Thursday, November 30, 2000 from 1:30 to 2:40 p.m., in the East Conference Room of the J.R. Williams Building, Boise, ID.

#### **CALL TO ORDER, WELCOME**

The meeting was called to order by Chairman Bill Farnsworth, who welcomed members and others in attendance.

#### **ATTENDANCE**

##### **Members Present:**

Mr. Rob Spofford, IDWR  
Mr. Bill Farnsworth, ITRMC  
Mr. Keith Bumsted, Dept. of Transportation  
Mr. Mark Little, Division of Purchasing  
Mr. Chuck Goodenough, Secretary of State  
Mr. Scott Somerhalder, Access Idaho  
\*Mr. Eric Beck, Department of Labor,  
sitting in for Mr. John McAllister

##### **Others Present:**

Mr. Chuck Knapp, Access Idaho  
Mr. Jeff Walker, Access Idaho  
Mr. Jon Eckerle, Dept. of Administration

*\*Designate*

#### **BACKGROUND**

**Access Idaho** is the official name for the State of Idaho Internet Portal, or "electronic front-door" for citizen access to on-line government services and information. The State of Idaho established a statewide contract for portal services in December, 1999, creating a public-private partnership with **Idaho Information Consortium (IIC)**. IIC is an affiliate of the National Information Consortium, (NIC) the nation's leading provider of Internet electronic government services. On May 3, 2000, Idaho officially launched [www.accessidaho.org](http://www.accessidaho.org). The portal includes a re-designed State of Idaho Home Page, for easy access to all agency web sites, where a variety of E-Government applications are being developed. The portal is designed to streamline citizen access to Idaho government services and information. As the state's Portal Provider, IIC will be assisting state agencies in the development of Internet applications, as well as web page design. The Steering Committee has been appointed by ITRMC to oversee the progress of Access Idaho.

## **REPORT FROM ACCESS IDAHO**

**Scott Somerhalder** reviewed the Access Idaho **General Manager's (GM) Report** and there was discussion regarding such.

- On November 2, 2000, an **interactive application using credit cards** went live for real estate agent license renewal, and is increasingly being utilized. We are trying to market the application through various routes, making sure word gets out about this, Somerhalder said.
- Last month, Somerhalder had the opportunity to present at the **e-commerce Boot Camp**, held in Twin Falls, ID. He presented on day to day subjects handled by Access Idaho, but more specifically his presentation was geared towards e-commerce. There was a booth set up, which was a good opportunity for business owners to see what Access Idaho and the State are doing for them. Access Idaho received a great deal of positive feedback from business owners as well as students (e-campus). For people who want to get into e-commerce, the Access Idaho web site bridges the link between state agencies and provides resources to small businesses. There is a list of Idaho businesses that work on the Internet, located at [accessidaho/businesses/idaho](http://accessidaho/businesses/idaho) businesses. The presence of this feature went over very well because people feel more comfortable using a local company and the resources that Access Idaho and the state offer. Per contract, Access Idaho provides web service, design, and applications to government entities. From a marketing aspect, we want to make sure we are working with organizations (e.g. Idaho State Bar, Idaho Bankers Association) which utilize applications that we are building (e.g. Secretary of State information, Transportation's information), Somerhalder said. Furthermore, if Access Idaho were to build a web site for such organizations, it would need to be approved by the Access Steering Committee. Although, the only way we would consider this is if it would benefit an application that Access Idaho has built for the State of Idaho in some fashion, said Somerhalder.
- A **UCC Search application** would soon be in beta testing at the Secretary of State's Office. The Information Technology staff had been performing internal work before beta testing began.
- A **Business Entity Search application**, which gives a choice of two **Certificates of Existence** and utilizes the **Credit Card application**, is now available on-line.
- The **Pesticide Registration** application currently being worked on for the Department of Agriculture has been delayed at the request of the agency. Consequently, Access Idaho is now able to move forward with a very large and exciting application for the Department of Labor: **Unemployment Insurance Tax registration/payment**. So far, three meetings have been held regarding requirements. In addition, we will meet with the Senior Technical Group as to which direction is best when dealing with this application, Somerhalder said. This will be the first application to accept **electronic checks** (in essence, electronic ACH). Our goal on all applications already built by Access Idaho is to offer two methods of payment (credit cards and electronic checks), said Somerhalder.

- The finalization of the **No Call telemarketing database** was discussed. The live date for this is January 2, 2001. There will be a \$10 initial fee, which covers three years, and a \$5 renewal fee for three years thereafter. Companies are required to abide by this and must purchase the No Call list, which is \$25 each quarter.
- The Development Team has been closely monitoring the **Real Estate application** to ensure it is operating as projected and is making changes at the customers' request. This monitoring will be ongoing.
- Enhancements were made to the **Access Idaho Network Infrastructure**. Scott Somerhalder addressed this in more detail. The line of communication with the Department of Administration is continuing to improve. Bill Farnsworth advised that all contact numbers for everyone involved at the Department of Administration are now listed and have been distributed.
- Creative Services launched the **Board of Medicine site** on November 29, 2000.
- The launch date for the **Department of Administration** and **ITRMC sites** has been set for December 11, 2000.
- Access Idaho won the **best state government web site award** from the Council of the State Government, which will be presented Saturday, December 9, 2000, by Governor Dirk Kempthorne.
- **Correction to GM Report:** pages 7-8, 11-12 -- it states that the Department of Administration, Board of Medicine, and ITRMC Service Level Agreements (SLA's) are awaiting approval, when in fact these SLA's have already been approved.
- Also continuing to improve is the **monitoring of the use of Idaho's homepage**, Access Idaho.
- An **Open House** involving the Legislature was discussed.
- Scott Somerhalder reviewed Access Idaho's **auditing process** with the Committee. For auditing purposes, information on all transactions performed will be available to the agency responsible for the application on-line, Somerhalder said.
- **Prioritization** of building applications: Access Idaho maintains a list of agencies that they will be working with, Somerhalder said. We need to consider how many citizens will benefit from each application request, said Farnsworth. One-time applications, etc. were also discussed by the Committee. Furthermore, the development of applications by a third party, which meets Access Idaho's standards, was discussed.
- Bill Farnsworth is looking into obtaining **trademarks** for Access Idaho: Access Idaho, AccessIdaho.org, and the Access Idaho logo/graphic. These are all normally trademarked at

the federal level due to their presence on the Internet. Farnsworth will get an idea of the price for having someone do this, upon approval from the Committee.

### **MOTION TO PROCEED WITH ACCESS IDAHO TRADEMARKS**

**Bill Farnsworth inquired as to whether the Committee wanted him to proceed with obtaining federal trademarks for the Access Idaho names. The Committee advised Farnsworth to proceed with such.**

Note: Several variations of AccessIdaho.org are already registered as a URL, said Farnsworth.

### **BI-MONTHLY MEETING**

Scott Somerhalder addressed the possibility of holding a bi-monthly or quarterly meeting. Bill Farnsworth had looked into the open meeting requirements, finding that there is no mechanism set up to approve SLA's offline or via email notification. One thing to be looked at with regard to holding bi-monthly or quarterly meetings is the delay of the review of an SLA. If there are no SLA's on the table, the Access Steering Committee meeting could possibly be delayed. In other states, if a non-revenue generating application or web site is being developed, the Chairperson is given authority to approve it. However, if there are fees involved, these SLA's must be approved at the meeting, Somerhalder said. These states also established the ability of the Chairperson and the General Manager to call a special meeting to review an SLA.

Due to concern for delaying the SLA process, it was decided to continue scheduling the Access Idaho Steering Committee meetings monthly. A week or two prior to the next meeting, the position of SLA's will be reviewed. Furthermore, "The Committee shall meet as needed to address issues related to and to promote the purposes of Access Idaho".

Respectfully submitted,

Emily Gales, ITRMC Assistant